

**Self-Determination Workgroup
DSPD Conference Room
March 27, 2006**

Minutes

Present:, Krissie Summerhays, Angie Pinna, Paul Smith, Lori Packard, Dustin Erekson, Renee McCarvel, Scott Payne, Lana Kopecky, and Sara Brozovsky

Excused: Scott Roudabush, Brett Bartruff and Kenneth Ekong

Angie Pinna welcomed everyone to the meeting.

FORMAT FOR TRAINING CURRICULUM TO INCLUDE:

- Facilitators Guide Book – tabs with content
- Workbook
- Competency Test
- Trainers Tool Kit

TRAINERS: WHO WOULD BE THE AUDIENCE?

- Providers
- Family to Family
- People First Groups
- Variety of people from different agencies

FORMATTING: Lori Packard & Angie Pinna

- One book
- One format
- Manual for participants
- Folder in back with handouts
- Trainer's needs
- Inside Scoop of examples of what to anticipate (after piloting)
- Play by play – when to speak, when to present materials, leading groups and timing
- Topic in Header block
- Driving activities and key point
- Challenges – implementation – follow through (may be hard to do with participation group and what they have been trained for previously). Mini challenge at the beginning of the topic – mini from last challenge ask for sharing, then tie it into the topic, and keep overlapping them throughout the training. Apply training throughout the system
- Introduction – goals, outcomes, audience, resources, expectations
- 2-Hour module
- Time icon
- Pictures of presenters or audience
- Introduction activity driving point across – a couple of options
- Clips are brief – keep it moving – allowing time to share

Cues within the document:

- PowerPoint – thumbnail
- Overhead copies

- Electronic data (video clips and music)
- Break out boxes for eye catching
- CD teaches you about math – history, example or read about it (fun facts listing)
- Shouldn't do example – someone not knowing the topic, difficult to follow.
- Be clear of method used
- Organizing modules – activities in the back or follow consistently
- Make the areas easily identifiable
- Questions to ask

Before the content of the training:

- Guide
- References
- Introductions or narrative of topics to cover
- Topic at a glance
- Timelines
- Supplies needed
- Agenda will depend on the facilitator

Brain Teasers: Angie and Lori to get a copy of these brain teasers to the workgroup.

UPDATES: Angie Pinna

No one had anything on his or her progress of modules at this time.

MISCELLANEOUS: Lori Packard & Angie Pinna

- Self-Determination video
- Benny and June to oppose it.

ASSIGNMENTS: Work on modules.

Next Meeting:

April 24
9-11

Meeting adjourned at 10:35 a.m.

Facilitator Etiquette Introduction

Tips for training

At the first of each module:

Activity at a Glance:

- Time
 - Materials
 - What the facilitator will do – action
 - Room set up
 - How to use this book portion
-

Main Training Page

Main Training

Block

Quote – Key Point

Training Module Title

How this module ties into Self-Determination - Introduction piece (keep it fun and catchy).
Introduction (chose of activities 'making options available to the trainer' for introduction) – something catchy.

Challenges throughout as needed.

Ice breakers for specific modules.

Substance/content with:

- Outlined items
 - Bulleted items
 - Sample questions
 - Questions to get people thinking – getting the group active
 - Specific things that relate to the different audiences – bolded or font for each audience or identifiable icons identifying the different audiences). In the margin (outside edge of each page).
 - Groups
 - Activities
 - Inside Scoop in the margins – getting them to participate
-

Mini Challenge

Folder with Facilitator's Handouts and other straggling papers

Resources

Participants Manual

Notes and challenges

Resources (hand out or blank page or listed resources)

SD
1
"QUOTE"
OR
KEY POINT

TITLE
OF MODULE

OVERVIEW OF SD &
RELATE TO MODULE
KEEP IT FUN & CATCHY

INTRO. / CATCHY
ACTIVITY (CHOICE OF)
FOR OPENER - SOMETHING
CATCHY.

HAVE
PAGES W/
CONS &
COLORS / SHARE
TO DEMO
GROUP IF
NEEDED

SNOW
SUBSTANCE / CONTENT
SOMETIMES MAY NEED
VERBATUM.

→ USE BULLETS
→ QUESTIONS TO GET PPL
THINKING.

QUESTIONS

GROUPS
ACTIVITIES

INSIDE
LOOK:

IF CHALLENGES
AS NEEDED

CHALLENGE:
RESOURCES